



Office of Human Resources
Fire Protection Supervisor - CE0410
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General Statement of Duties

Supervises the work of professional engineers and associated personnel involved in the enforcement of the Denver Building and Fire Code, project management, field inspections, plans review and technical assistance and research.

Distinguishing Characteristics

None

Essential Duties

Supervises the work of Fire Protection Engineers and technical staff.

Reviews design plans and large/complex construction projects to ensure compliance with Denver Building and Fire Codes.

Conducts problem and conflict resolution with other agencies, developers, designers and owners with respect to codes, ordinances and professional standards.

Plans unit work functions based on fire prevention goals and objectives.

Attends pre-design, construction and code development meetings to represent the Fire Prevention Bureau and interpret standards and codes.

Develops specific grouping of work activities and specific staff assignments.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Assists in the development of departmental budgets.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place.

Knowledge & Skills

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of Fire Prevention codes and standards sufficient to be able to provide consultation and interpretation for others.

Knowledge of engineering codes, standards, and laws sufficient to be able to provide guidance to professional engineers.

Skill in monitoring project compliance with building and fire codes.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation, and seek and obtain support for various programs or policies.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting the objectives of the unit or project.

Skill in developing and implementing policies and procedures related to the work assignment.

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Education Requirement

Bachelor's Degree in Fire Protection, Civil, Mechanical, Electrical Engineering, or Architecture.

Experience Requirement

Three (3) years of experience in fire protection and life safety evaluation, design, engineering or installation.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

By position, may require registration as a Professional Engineer (PE) by the Colorado State Board of Registration for Professional Engineers at the time of application. Or by position, may require registration as an architect by the Colorado State Board of Registration at the time of application.

Registration in another state will be accepted in lieu of this requirement, provided that the applicant has Colorado registration at completion of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-818

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: